



**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY  
BUILDING DEPARTMENT**  
950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617  
(530) 265-1222 FAX (530) 265-8794 www.mynevadacounty.com

## Over-the-Counter Wednesday

The County of Nevada is required to enforce the California Building and Fire Codes to ensure that the minimum standards of health and life safety are followed. When projects require plans to be submitted for review the process may appear to be time consuming and confusing. In an effort to improve customer service and help County citizens the “Over-the-Counter Wednesday” plan review program has been created.

Over-the-Counter Wednesday is a program that was created to allow customers, contractors and their designers to schedule appointments with appropriate Community Development Agency staff to review plans for minor commercial tenant improvements, residential remodels/additions, demolitions, etc. **Some examples of projects that may qualify for the program are:**

- Interior Commercial Tenant Improvements (non-structural) Less than 1,500sq.ft. for Retail or Business Occupancies
- Interior Residential Kitchen and/or Bathroom Remodels
- Residential Roof & Ground Mount Solar
- Residential Swimming Pools
- Commercial Roof Mount Solar
- Residential Additions less than 600sq.ft.
- Patio Covers
- Minor residential structural repairs
- Deck Replacement or Construction
- Residential Storage Sheds, Barns and/or Garages less than 600sq.ft.



Some examples of projects that **do not qualify** for the program are:

- Interior Tenant Improvements with Structural Alterations
- Tenant Improvements with a Change of Building Use/Occupancy
- Projects Located in Flood Hazard Zones
- Commercial additions
- New Building Construction (other than sheds, barns, etc as shown above)
- Projects with Hazardous Materials
- As-Built Projects

### **How the Program Works:**

The program is designed to complete the project plan review and issue the building permit in the same day. Depending on the complexity and completeness of your submittal documents, the permit may be issued following completion of the plan review. Projects that need corrections will be discussed with you and can be rescheduled for the following week or when all corrections are completed. If all corrections have been resolved, a permit may be issued at that time. Plan on reserving a minimum of 1 hour for the appointment; the review may take longer depending on the specific project.



Contact the Building Department at (530) 265-1222 to schedule an appointment (*a minimum of two (2) days prior to appointment date*). A Building Department staff member will verify that your project is eligible for the program. Appointments will be scheduled on an hourly basis on Wednesday from 9:00 a.m.-2:00 p.m. All appointments are on a first come, first serve basis.

## You Will Need to Bring the Following:

- Your design professional (architect or engineer).
- A completed permit application and plan submittal checklist.
- Other applicable forms completed (Accessibility Worksheet, Deferred Submittal Form, etc.)
- Three (3) sets of construction plans and calculations (if applicable). See the plan submittal checklist for complete information and what is required on the construction plans.
- Approval from the City of Nevada City is required with plans stamped if the project is within the incorporated areas of Nevada City.
- Payment of school and fire fees at the applicable district is required for additions, conversions of habitable space and new construction.
- Be prepared to pay all applicable plan review and permit fees.
- Local Fire Department approval for Tenant Improvement projects.



## **Frequently Asked Questions**



- Q. Do I need a licensed California architect or engineer to design and draw my plans?
- A. Depending on the size and type of your project it may need to be designed by a licensed California Design Professional. Generally projects similar to residential sheds/garages and residential roof mount solar projects can be designed by unlicensed design professionals. Other tenant improvement projects or nonconventional construction shall be designed by a California licensed architect or engineer. Please keep in mind your project sites ground snow load; projects over 50psf require a licensed design professional. Contact the Building Department at (530) 265-1222 or email at [buildingdepartment@co.nevada.ca.us](mailto:buildingdepartment@co.nevada.ca.us) for clarification about requirements related to your specific project.
- Q. What are some conditions that can delay my project and how can I prepare for those?
- A. Plans that are complete and accurate go through the permit process quickly. Those that have missing items or do not comply with the California State Building Standards Codes and County Ordinances (zoning, setbacks, fire, exiting, accessibility, etc.) will require additional review and revision to the plans. Hiring a professional designer to prepare your design documents is one way to help increase the probability of providing a complete and accurate submittal. The goal of the State Building Standards Codes and County Ordinances are to provide a safe place for you, your employees and/or customers. This requires that any code issues be identified quickly (preferably during the plan review process when revisions are less costly) and resolved before issuing a Certificate of Occupancy.
- Q. Will there be any additional fees for the over-the-counter review compared to a normal submittal and review project?
- A. No. The fees for your project are the same as if you were to submit them through the normal submittal and project review process.
- Q. Do I need a site plan for my project?
- A. Depending on your project you may need a site plan. If your project consists of a residential addition, exterior disabled access improvements or similar exterior minor improvements a site plan will be required. Contact the Building Department to discuss the requirements for your specific project.

If you have any other questions or inquiries regarding the Over-the-Counter Wednesday program, please do not hesitate to contact the Building Department from 8:00 a.m.-5:00 p.m., Monday-Friday at (530) 265-1222 or email at [buildingdepartment@co.nevada.ca.us](mailto:buildingdepartment@co.nevada.ca.us). All forms discussed in this document are available on the County's website at [www.mynevadacounty.com](http://www.mynevadacounty.com).